

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SUPPLEMENTAL APPLICATION

**BUSINESS MANAGER
ADMINISTRATIVE SERVICES DIVISION**

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official BAAQMD application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance to the procedures indicated under the Selection Process in the vacancy announcement.

Instructions: You must respond to all of the following questions to be considered for this position. Your responses are limited to one 8½" x 11" page per question. Your responses may be typed or legibly handwritten. Also identify each response by number indicated. Do not combine your responses, or reference you application, resume, or any other requested documentation that you have included with your application packet to answer a question.

Please be advised that the information you provide will be evaluated "as is". Incomplete, vague or unclear responses and illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your experience in developing and administering business services programs. Include in your answer the organization where you gained your experience, the specific business service program, your job title, length of time in years/months, and a brief but complete description of your duties and responsibilities. If you held several relevant positions in the same organization, please list them separately and chronologically.
2. Based on your response to question #1, describe your management and supervisory experience related to developing and administering business services programs. List the number of positions you managed/supervised and the job titles of your subordinates. Provide detailed examples that illustrate your management/supervisory duties. You must also indicate how many years you performed these functions.
3. Please describe your involvement in evaluating and settling liability claims.
4. Please describe your involvement in preparing and negotiating contracts, leases, and agreements for services, real estate, and/or commodities.
5. Please describe your involvement in records management and responding to Public Information Act requests.
6. Please describe your education and training that have prepared you for this position.

Please return this signed form attached to your responses.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: _____

DATE: _____